

Colorado State University – Purchase/Sale of Livestock

SALE: _____
 Brand Inspection Sign-Off/Data

PURCHASE: _____
 (PO Number or AFE Number)

Description of livestock for purchase/sale (indicate number, type and special qualities or characteristics): _____

Reason for purchase/sale: _____

Buying/Selling department: _____ Responsible individual: _____

BID SUMMARY

Vendor/Purchaser Information	Unit Price	Total Price	Indicate Special Circumstances
Name _____ Address _____ Person Giving Bid _____ <input type="checkbox"/> Written Bid <input type="checkbox"/> Verbal Bid Date _____			
Name _____ Address _____ Person Giving Bid _____ <input type="checkbox"/> Written Bid <input type="checkbox"/> Verbal Bid Date _____			
Name _____ Address _____ Person Giving Bid _____ <input type="checkbox"/> Written Bid <input type="checkbox"/> Verbal Bid Date _____			
Name _____ Address _____ Person Giving Bid _____ <input type="checkbox"/> Written Bid <input type="checkbox"/> Verbal Bid Date _____			

Certification: I certify that appropriate purchase/sale procedures as outlined in Section 38 of the University Purchasing Manual were followed. Based on my personal knowledge of the above stated quality and quantity of livestock for purchase/sale and prevailing markets, I certify that the price for the purchase/sale was the best available to the University under the circumstances and that no personal gain incurred because of the transaction.

Date _____ Designated Livestock Expert _____

For either Purchase or Sale, a copy of this completed form must be sent to the Purchasing Department and Accounts Payable.

This copy to: Purchasing Department Accounts Payable